How To Create a Mediasite Scheduled Classroom Recording

Go to: https://unthsc.mediasite.com/Mediasite/Manage

Use your EUID and password. If you don’t have access, email canvas@unthsc.edu for help.

On the picture below, note that “Content” is highlighted in the bottom left. That opens the menu in the top left.
Select the unit you need to record for which will probably be listed under Accounts and Courses:
Then, select your program and term. If your term is not there yet, you can add it using “Add New” and “folder.”

Then select your course, or add it as you added the folder in the previous step.

To add a scheduled recording to your course, select “Add New” and “Schedule.”
This opens a new window that should be configured as below:
Next, choose your presenter or select UNT Health Science Center as a default:

Next, Select “Add Module” (there may be a pause as it loads) and select your course name:
In the “Schedule Options” tab, Name the presentation by the “Name, Record Date”
Next, Choose the “Recorder Operation” that you want – usually: “Create, Open, Start, Stop”
Next, open the “Player” tab and select “Mediasite – Multiview Player”: 
The other tabs, “Delivery, Folder Overrides, Actions” do not need to be changed.

The last step is to schedule the day, time, and recurrence by clicking on “Add Recurrence” in the top right:
Adjust the start and stop for the course. If the times are the same on the various days, you can add them all here in 1 step. If the times are different, repeat this step as many times as needed to get the recurrences all set. Be sure to set the final date one day beyond the last day of recording.
Finish by clicking Save in the top right corner.

It will then display an overview of your recording. Close that window with the “X” in the top right corner. This will return you to the course recording menu that will list all of your scheduled recordings.